

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
R3-107

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location Twin Cities, MN		5. Duty Station		6. OPM Certification No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests				9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen) <input type="checkbox"/> SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1-Non-Sensitive <input checked="" type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive <input type="checkbox"/>		13. Competitive Level Code	
15. Classified/Graded by				Official Title of Position		Pay Plan		Occupational Code	
a. U.S. Office of Personnel Management									
b. Department, Agency or Establishment									
c. Second Level Review				(51)					
d. First Level Review				Fishery Biologist		GS		482	
e. Recommended by Supervisor or Initiating Office				Fishery Biologist		GS		482	
16. Organizational Title of Position (if different from official title)				17. Name of Employee (if vacant, specify)					

18. Department, Agency, or Establishment Department of Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region 3		e. Fifth Subdivision	

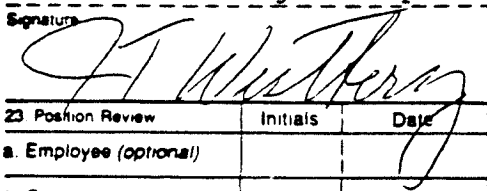
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature		Signature	
Date		Date	

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

22. Position Classification Standards Used in Classifying/Grading Position
STANDARD POSITION DESCRIPTION R3-107
Positional Classification Standards for GS-482/486, TS-101, dated 1/91

Typed Name and Title of Official Taking Action J.T. WESTBERG Personnel Management Specialist		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature 		Date 4/27/92	

23. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													

24. Remarks

Full Performance Level: _____

Personnel Folder Copy _____
Supervisor's Copy _____
Employee's Copy _____
Classification Copy _____

25. Description of Major Duties and Responsibilities (See Attached)

Introduction

Incumbent serves as a Fishery Biologist in a National Fish Hatchery, Region 3, U.S. Fish and Wildlife Service. Duties include:

Major Duties:

- Plans and carries out daily activities of the production operation. This includes rearing techniques and procedures for any of a combination of warm-water, cool-water, and/or cold-water fish.
- Maintains records of fish production and distribution.
- Plans, schedules and makes fish distribution trips.
- Assists in program planning, budget preparation and execution of the planned programs by gathering data, making recommendations, and summarizing information.
- Assists in the spawning, rearing, harvest, and inventory of fish by providing work direction and advice to lower grade employees.
- Reviews and innovates changes in procedures and techniques to advance fish husbandry as appropriate.
- Observes fish for signs of stress or disease and initiates appropriate steps to alleviate stress or treat disease.
- Assists in providing proper maintenance of grounds, buildings, and hatchery equipment by providing work direction to maintenance personnel.
- Makes appearances at clubs and groups to explain the programs of fish culture and conservation as it relates to our economy, recreation, and to our heritage.
- Actively supports the Equal Opportunity Program as specified in National, regional, and local Affirmative Action Plans.

Factors:

1. Knowledge Required by the Position:

- Professional knowledge of theories, principles, practices, and techniques of fishery biology and hatchery management.

- Skill in applying and adapting established biological methods, procedures, and techniques and in exercising independent judgement in order to make day-to-day decisions.
- Knowledge of diverse production requirements of a hatchery involved in fish production which requires both intensive and extensive types of culture.
- Knowledge of pathological conditions and the ability to recognize disease symptoms in fish.
- Knowledge of a wide range of standard biology methods, techniques, precedents, and their application to management practices.
- Knowledge of biological, social, and economic considerations of the resource activities involved in the assignment.
- Skill from practical experience in the application of fish husbandry on a production scale.
- Knowledge of some engineering and agricultural terms, data, structures and facilities in relation to on- and off-site hatchery operations.
- Skill in operating various farm/forest type machinery.
- Skill in operating small motorized watercraft.
- Skill in operating motor vehicles up to 25,000 GVW.

2. Supervisory Controls:

The supervisor outlines assignments in general terms, specifying objectives and end results. The incumbent is expected to select, apply, and adapt standard techniques and practices in carrying out the assignment. Potential and actual sources of controversy are typically discussed with the supervisor. Work plans may be reviewed prior to initiation of non-routine activities. Completed work is reviewed for general adequacy, completeness, and effectiveness of operations.

3. Guidelines:

Well-defined guidelines are available in the form of fish hatchery manuals, administrative manuals, applicable legislation, executive documentation, policies and procedures specified in correspondence, and by technical papers appearing in the Progressive Fish-Culturist and Transactions of the American Fisheries Society. Incumbent uses

judgement to select, apply, and adapt guidelines where deviations are slight. Significant deviations are referred to supervisor.

4. Complexity:

Assignments are of moderate complexity and the factors to be considered vary with each assignment. Incumbent must select and interpret appropriate methods from a broad range of standard techniques and procedures when formulating specific work plans. Incumbent must use judgment to insure that tests, measurements, and observations used meet scientific and operating requirements and will yield valid results.

5. Scope and Effect:

The purpose of the work is to rear and raise fish for stocking of Federal waters, cooperative state management projects, and for providing research specimens. Fish distribution involves in excess of 30 trips annually. The diversity of culturing the fish species is a compounding factor that contributes to the complexity of hatchery operations. The incumbent's activities will influence the progress and direction of the hatchery program, and effect the adequacy of hatchery activities as they relate to fish production requirements.

6. Personal Contacts:

Incumbent has contact with the supervisor, co-workers, other professionals and technicians, with water development agencies and State Conservation Department personnel, and with land-owners and the general public.

7. Purpose of Contacts:

Contacts are for the purpose of obtaining assignments, instructions and other information in regard to assigned duties. The incumbent also reports on the progress and results of work performed. Other contacts are for exchanging information and explaining well-established policies, requirements or standards, conducting training, monitoring activities, and establishing cooperative relationships.

8. Physical Demands:

The work requires considerable physical exertion such as walking over wet, muddy, rough, uneven or rocky surfaces; bending, crouching, stooping, stretching, reaching, lifting (feed, fertilizer, etc.) seining (up to 100 feet), and netting. The work requires average agility and average to above-average dexterity.

9. Work Environment:

Work includes both office and outdoor locations. The office is adequately lighted, heated and ventilated. Temperature and weather extremes will be encountered in the performance of the outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers or property with which entrusted, and take corrective action to eliminate any hazards.

Condition of employment is the wearing of a uniform of the type and in a manner prescribed by regulations as set forth in Section 3 AM 3 of the Administrative Manual. Incumbent is required to obtain and properly wear uniform components within Class ____ and ____.